COVID-19 Vaccine Management System (CVMS) Provider Portal

Federal Allocations Job Aid

Please follow the instructions below to indicate a 'Federal Allocation' when adding new Vaccine Inventory or when updating an existing Vaccine Inventory record in the CVMS Provider Portal. Only users with a HEALTHCARE LOCATION MANAGER profile can indicate a Federal Allocation in the CVMS Provider Portal.

1 When to Indicate a Federal Allocation

A federally allocated vaccine inventory simply means that the vaccine inventory shipment was sent on behalf of the federal government. For most inventories, the default will be a state allocation and the Federal Allocation checkbox will be unchecked to signal that it is NOT a federal allocation.

State Allocations: If the inventory is sent on behalf of the State, your primary Vaccine Coordinator should be sent an email and a shipment record should be available in the CVMS Provider Portal. Typically, shipment records are loaded into the CVMS Provider Portal before 12:00 pm the day of the vaccine arrival.

Federal Allocations: If the inventory is sent on behalf of the federal government, there will *NOT* be a shipment record in the CVMS Provider Portal and Healthcare Location Manager entering the inventory will be required to 'check' the Federal Allocation box in the inventory record and add FED to the inventory record name.

Please Note: This process is designed primarily for FEMA and FQHC designated locations. *However, non-FEMA and non-FQHC sites that may receive federal allocations should see NOTE on Step 5 below.*

2 How to indicate a Federal Allocation when adding new Vaccine Inventory

In this scenario, you want to tag a new Vaccine Inventory Record as a Federal Allocation.

1. Navigate to the CVMS Provider Portal (https://covid-vaccine-provider-portal.ncdhhs.gov)

2. Log in using your **NCID** username and password

3. Navigate to the **VACCINE INVENTORY** tab

4. Click Add

5. Fill out required fields, update the "*Vaccine Inventory field*" to start with "FED - ", select the **FEDERAL ALLOCATION?** checkbox, and click Save.

   NOTE: For non-FEMA and non-FQHC sites, *do not select the "***FEDERAL ALLOCATION?***"* *checkbox box,* as this is only used for FEMA and FQHC sites that receive federal allocations.
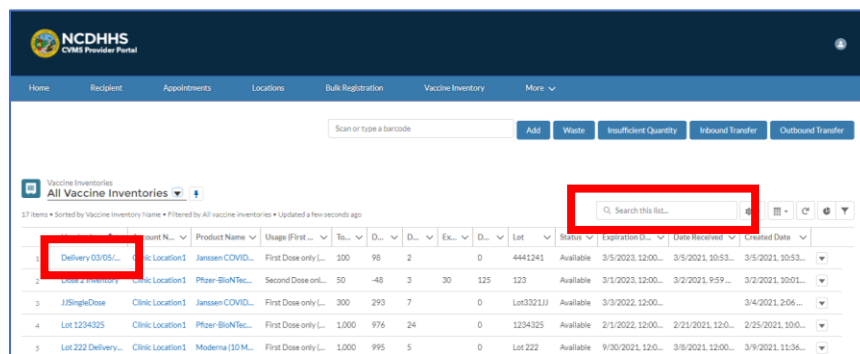
NOTE: When naming a vaccine inventory that is checked for 'Federal Allocation' **you must add FED to the beginning of the Vaccine Inventory name** so that it is easily identifiable. Remember to always add the **LOT NUMBER** to all vaccine inventory names.

3   How to indicate a Federal Allocation for existing Vaccine Inventory records

In this scenario, you want to indicate an existing Vaccine Inventory record as a Federal Allocation.

1. Search for a **VACCINE INVENTORY** record from the Vaccine Inventory tab and click on the specific Vaccine Inventory Record

2. Click the **PENCIL ICON** next to the Federal Allocation field

3. Check the **FEDERAL ALLOCATION?** box and click Save

    NOTE: When naming a vaccine inventory that is checked for 'Federal Allocation' **you must add FED - to the beginning of the Vaccine Inventory name** so that it is easily identifiable. Remember to always add the **LOT NUMBER** to all vaccine inventory names.

    NOTE: For non-FEMA and non-FQHC sites, *do not select the "FEDERAL ALLOCATION?" checkbox box, as this* is only used for FEMA and FQHC sites that receive federal allocations.

If you have any questions or issues, please go to the CVMS Help Desk Portal at https://ncgov.servicenowservices.com/csm_vaccine and select the "**Vaccine Provider**" option to submit your question or issue.

If you are in North Carolina, you can also call the COVID-19 Vaccine Provider Help Center at (877) 873-6247 and select option 8. The COVID-19 Vaccine Provider Help Center is available during the following hours:

Monday – Friday: 7:00 AM – 7:00 PM ET
Saturday – Sunday: 10:00 AM – 6:00 PM ET

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